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JUL 9 1953

MEMORANDUM FOR: Assistant Director for Operations

FROM : Chief, Sovmat Staff
SUBJECT: Requested Comment on Personnel Office.

1. In general, the only criticism of service furnished to the Sovmat Staff by the Personnel Office is the great length of time taken to refer qualified applicants in response to recruitment requests.

- a. Minor criticism is voiced concerning the referral of an unqualified Secretary.
- b. Additional criticism is believed warranted by the inept handling of the removal from Duty of [REDACTED] when his nervous condition made it apparent that he was no longer suited to CIA employment.

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2. In the Sovmat Staff, most personnel matters are handled by the Chief, Sovmat Staff or by Mr. [REDACTED], in the absence of the Chief.

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- a. Mrs. [REDACTED] spends some time in typing personnel actions and keeping time and attendance records.

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